

**FIRE EDUCATION AND TRAINING COORDINATING BOARD  
MINUTES OF THE OPEN SESSION**

**July 5, 2012**

**Present:** James Ball  
Joseph Castro  
David Gorman  
Brian Jackvony  
Scott Kettelle  
Jay Petrillo  
Mark St. Pierre  
Howard Tighe  
John Woodard

**Absent:** John Chartier  
Joseph Bertholic  
Timothy McLaughlin  
David Sayles  
Mark Vincent

Open Session of the Fire Education and Training Coordinating Board was called to order at 9:20 a.m. by Chairman Kettelle.

There is a full quorum for legal voting on matters.

**Motion** made to approve Minutes from hearing on May 5, 2012.

**Motion approved.**

Chairperson Kettelle recuses himself from the Instructors' Committee Board.

**DIRECTOR'S REPORT** - Joseph Castro

Director Castro explains the process of reducing the cadre of Rhode Island Fire Academy instructors for the purpose of obtaining liability insurance.

(Discussion)

Director Castro and J. Woodward will solicit information from other fire academies on how they operate their academies.

NFA Weekend (August 10<sup>th</sup>) has 59 participants from Rhode Island, which is more than Michigan and South Carolina.

Would like to appoint one or two more HMO Coordinators due to the fact that the grant cannot be used to pay for the LEPC persons, which three of the four HMO Coordinators are LEPC persons, and they are required to be present for the first and fifth day of the program. This has put a cost burden on departments.

Budget Office meeting concerning the Exeter Fire Training Ground activity and Phase 2 of the project will begin shortly.

**Motion** made by Chairman Kettelle that the Board drafts a letter addressed to the Marshal and carbon copy Department of Administration and the Department of Public Safety supporting and encouraging the commencement of Phase 2.

(Discussion)

**Motion approved.**

NFPA's Electric Vehicle Safety Training class, has been presented to Fire and Police departments and several (Little Compton, Lincoln, & Scituate) have requested the program this summer.

The Department of Health, Division of Emergency Medical Services is interested in reinstituting a state-level psychomotor skills examination for the purpose of verifying practical skills competency as a condition of EMT licensure and has approached the RI FA to be the testing authority.

Training Program for EMT Psychomotor Skills Examiner was sent out to our instructors and will take place this October. The practical testing for the EMS would be conducted twice a year by our trained RIFA evaluators.

(Discussion)

**Motion made**, for next month's meeting, to endorse liability insurance for these outside practicals and request more information.

(Discussion)

#### MARSHAL'S REPORT:

Absent.

#### NEW BUSINESS:

Instructor Certification Committee (Chairman Kettelle, Chief Sayles and Chief McLaughlin)  
Chairman Kettelle recuses himself from board. (John Woodard, Chief Sayles and Chief McLaughlin)

A listing of all subcommittees and their members will be distributed to all board members.

(Discussion)

Creating a two or three member committee to create and write a set of By-Laws to govern the Fire Education Training & Coordinating Board.

(Discussion)

Mark St. Pierre volunteers to sit on board to create By-Laws.

1403 Bridge Program (Scott Kettelle, Bob Bradley and John Johnson) created for members who do not have any 1403 training - Jones & Bartlett book for two base programs. Core program – gas, fire training and a separate program will follow and address Class A fires and acquired structures.

Everyone must participate in this Core program for the safety of the training facility. Train-the-Trainer program set for end of July/August.

(Discussion)

A survey will be sent to fire departments for Firefighting Level 1 & 2 open enrollment recruit classes - two dates for FF-1 and FF-2 to be held April 1<sup>st</sup> and a July 1<sup>st</sup> date as an example, to help coordinate and combine departments for better planning for future classes. All the necessary equipment must be in place for all practicals to take place at the Exeter training grounds, as well as available instructors.

(Discussion)

Draft of newsletter distributed for review and comments at the next meeting. Requesting one or two members to volunteer to compose and distribute a newsletter to better educate the public and fire departments about the Rhode Island Fire Academy.

(Discussion)

The responsibility to fill vacant positions on the Fire Education Training & Coordinating Board falls on the current board members who must keep track of their positions and expiration dates and are to notify the Board Chairperson at least six months prior to expiration for the reappointment process to begin. Developing a proactive approach to maintaining a full complement of active board members.

(Discussion)

A brief explanation of how donations from the Association of Rhode Island Fire Chiefs Foundation will be used to purchase basic items at the training facility.

Developing communications and operating procedures for obtaining equipment and donations between the Rhode Island Fire Academy and the Association of Rhode Island Fire Chiefs Foundation.

Shipman's donation in 2005 of extrication cutting tools have offered to loan a new set of cutting tools and will service them once a year. There will be a train-the-trainer class for the new tools within the next couple of months.

Chief Bertholic is working on developing and updating a class calendar for the academy's programs and make it openly available through the Fire Marshal's/Fire Academy's website. A meeting was held regarding the Tech Rescue Program and had 15 individuals respond with tech rescue background and three individuals were notified that they needed more experience in these areas and should attend one of the introductory programs. As soon as the programs are fully developed, the class syllabus and cost will be made available, hopefully in the fall.

Equipment donations for the training facility, i.e. ground ladders, hoses, junk cars, fire apparatus, anything to use at the training facility should contact Chief Jackvony, who will make arrangements for delivery. Other opportunities for trucks or equipment - when departments are trading in their older trucks and equipment, maybe dealers would like to donate the older equipment to the Fire Academy. Fire Academy will be responsible for all testing of equipment (ladder/pump) for liability purposes.

(Discussion)

Burn trailer was inspected and waiting for two quotes to refurbish the whole inside with new panels (as is or with old panels removed).

Motion made to adjourn.

Motion approved.

Meeting adjourned at 11:50 a.m.